



# ZILLA PARISHAD, SAMBALPUR

DRDA Building, Katcheri Road, Sambalpur (Ph: 0663-2410992,  
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EoI Notice No. 1629 ZP/XVIII/DMFT/Five Year Plan// 29/04/25

## Expression of Interest for Base Line Survey

The District Mineral Foundation Trust (DMFT) Sambalpur invites expression of interest from Consulting Firms/ Academic Institutions/ Professional Institutions/ Renowned Organisations for Base Line Survey and preparation of 5 year perspective plan for mining affected area under District Mineral Foundation Trust (DMFT), Sambalpur.

The EoI should reach the undersigned by speed post/ registered post only. The last date for submission of EoI is **15.05.2025 up to 1.00 P.M.** Details regarding terms & conditions and submission of bids can be downloaded from district website- [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in)

By Order of  
Collector-cum-Chairperson,  
DMFT Sambalpur

CDO Zilla Parishad-cum-CEO  
DMFT Sambalpur

### Address for submission of EoI:

CDO-Cum -EO Zilla Parishad and  
Chief Executive Officer DMFT Sambalpur  
Zilla Parishad Sambalpur  
PIN- 768001  
Odisha  
Email ID:[ori-dsamablapur@nic.in](mailto:ori-dsamablapur@nic.in)

1. EoI received after due date shall not be considered.
2. The EoI shall be evaluated in QCBS methodology
3. Selection of the Firms/ Agencies/ Institutions will be made as per approval of the Collector-cum-Managing Trustee/ Board of Trustees of DMFT Sambalpur.

CDO-cum-CEO  
DMFT Sambalpur

Memo No 1630

ZP/DMFT/ EoI/

dt. 29/04/25

Copy alongwith the softcopy in PDF forwarded to the Dist. E-Governance Manager, Sambalpur for web hoisting of the EoI in District Website.

  
CDO-cum-CEO  
DMFT Sambalpur

Memo No. 1631

dt. 29/04/25

Copy forwarded to the Deputy Director (Advertisement) & Deputy Secretary to Govt., Information & Public Relations Department, Odisha, Bhubaneswar for publication of the EoI Notice in two leading Odia Daily and one leading English Daily in All Odisha Edition on or before 01.05.2025. The complementary copy of the Newspapers containing the EoI notice may please be sent to this office for reference & record.

  
CDO-cum-CEO  
DMFT Sambalpur

## TERMS OF REFERENCE (TOR) FOR EXTERNAL CONSULTATION CONTRACT

"To develop a comprehensive analysis report on the need of the mining affected area and people preparation of draft (5-year) Five-Year Perspective plan for the mining affected area under DMFT, Sambalpur."

### Scope of Work

1 **Baseline Survey** – The baseline survey will include individual, household, groups and institutions and the survey will cover socio-economic and cultural impact, geographical disadvantages faced by the community or any other issues related to mining activities.

2

2.1 **Sampling Methodology:** Sampling will be done based on the sampling methodology developed by the consulting agency in consultation with the Collector cum managing trustee DMFT, Sambalpur and CDO-cum-CEO, Sambalpur and finalize the sampling methodology within 15 days of signing the agreement. The consulting agency will be provided with the required information from Zilla Parishad, Sambalpur for running sampling procedure. Any subsequent changes on the sampling methodology have to be agreed in writing by both parties.

2.2 **Questionnaires–**

2.2.1 In consultation with CDO-cum-CEO, Sambalpur and PMU under DMF, surveyor will identify the indicators for the baseline survey and develop a base questionnaire in English/odia language for different categories of individual respondents and groups.

2.2.2 CDO-cum-CEO, Sambalpur after seeking feedback from internal committee and external stakeholders and will confirm questionnaire to the surveyor.

2.2.3 CDO-cum-CEO, Sambalpur will communicate the approval of the project in writing once the instruments have been amended and field tested to its satisfaction.

2.3 **Field Data Collection–** Surveyor will provide detailed field data collection plans which will be reviewed jointly by Collector-Cum-Managing Trustee, Sambalpur and CDO-cum-CEO, DMFT Sambalpur and surveyor on a fortnightly basis during the data collection period.

2.4 **Survey Supervision:**

2.4.1 Accompaniment - supervisors will perform accompaniment checks for 5% of the total surveys in each village.

2.4.2 Back-checks - supervisors should conduct at least 15% back-checks of the total questionnaires completed. Households to be back-checked will be selected by supervisor in such a way that the performance of all investigators will be checked.

2.5 **Data Analysis and Report Writing** – Surveyor will analyse the individual household and groups data and prepare a detailed baseline report for preparing 5 year perspective plan for DMFT, Sambalpur.

2.6 **Timeline:**

2.6.1 Detailed Baseline Survey Plan: A detailed survey plan covering a final survey design including sampling methodology, including the number of Focused Group discussions (FGD), In-Depth interviews (IDI) and detailed plan for concurrent & post survey quality check, process of data entry / analysis, and report preparation to be submitted by the consulting agency within 15 days of signing the contract. Survey plan will be finalized by CDO-cum-CEO, DMFT, Sambalpur within 20 days of final selection.

2.6.2 Tools development: Once the survey designs are prepared, survey tools would be developed and shared with CDO-cum-CEO, Sambalpur for final approval. Tools may include household, individual and group level survey questionnaire, IDI and FGD.

2.6.3 Draft report: A draft report has to be submitted within 1-month after the agreement. This should state the findings of the survey and analyse the results. It will include executive summary, graphs, and tables for the project area.

2.6.4 Final report: Final report has to be submitted within 1-month after receiving feedback/comments on the draft report. The final Report, which will conclude the assignment and serve as the final and complete product from the consulting agency will include an executive summary, graphs, tables, and stratified data tables showing different social groups, states and districts.

2.7 **Tracking Progress and monitoring:**

2.7.1 The deliverables under this agreement will be tracked by a Baseline Steering group comprising of one member from each of the parties and one member from PMU under DMF.

The group will meet at least once in a month for reviewing the progress made or for making any mid-course fine-tuning or other changes to provisions under this agreement. Both parties will nominate in writing 1-senior staff who are directly engaged in this project as members of the Steering Group within 15 days of signing of the agreement.

- 2.7.2 Any major deviance will be immediately highlighted to the Steering Group. Summary of the review meetings will be circulated to the steering group members after each meeting. The steering group will develop mechanisms for generating agenda and data for monitoring the progress both against timeline and the quality of the work.

### **3 Field Team**

- 3.1 The consultant will share with CDO-cum-CEO, Sambalpur, a list containing the Name and the professional qualifications of the field team recruited for the Study.
- 3.2 Training sessions should be organised for investigators and supervisors before dispatching them to the field.

### **4 Objectives of this assignment:**

- As per the revised guidelines of Pradhan Mantri KhanijKhestra Kalyan Yojna (PMKKKY) for complete coverage of all the affected people and area in a systematic and time bound manner a long-term plan is essential. This survey will also help DMFT, Sambalpur in suitable project formulation and proper utilization of DMF funds.
- This survey will also help DMFT, Sambalpur to locate affected area and people with exact numbers and areas.
- This survey will help to measure the quantum of change envisaged to happen within the 5 years of program implementation period.
- This study will also be used as a reference document for the Line departments, implementing agencies, DMF and the administration for project purposes.
- The study aims to map the current socio-economic scenario of the context assigned and baseline to help in developing farm & off-farm based livelihood activities to cater the specific needs of local area economy also to develop infrastructure relating to Health, Education, Housing, Sanitation, Drinking Water, Irrigation, Road connectivity and other need of the people.
- The agencies / institutions / organization are required to conduct the survey process by following scientific data collection and by following appropriate research methods with proper statistical measures.
- As part of the baseline evaluation, the consultant would map the existing scenarios of agriculture and livelihood at the community / individual level and other need of the community in the area. The outcome of the survey will help to assess the existing conditions of the population and act as a benchmark for future references.
- This study will also serve as a guiding tool for strategic decision making in the formation of perspective plan for DMFT, Sambalpur.

Following activities will be undertaken by the consultant to complete the Baseline Survey:

- Collection of primary information
- Identification of enumerators
- Finalization of questionnaire and field trial of the sample questionnaire
- Training to the enumerators
- Conducting the survey
- Back end checking of the data
- Data analysis
- Preparation of draft report and presentation
- Submission of final report



CDO ZP-Cum-CEO  
DMFT, Sambalpur

### **Eligibility Criteria**

1. The Agency should be a registered body applicable as per prevailing rules/ regulations of GoI/State Govt/any other Central or State Act.
2. The Agency must not have been blacklisted by any Government Departments/ PSUs/ Autonomous body.
3. The assignment is to be supervised by the Head of Department of the concerned Agency. It cannot be sublet/ assigned to any other firm/ person.
4. The engagement of the Agency shall be made for 3 months initially and can be extended upto 6 months on written request by the Agency or as decided by the DMFT whichever is earlier.
5. The assignment is subject to renewal on satisfactory completion of the assigned work and continuance of the registration of the Agency.
6. The EoI should be submitted in the form of **Technical & Financial bid** in the prescribed format and should be submitted separately in sealed cover. Both the bids should be put in one cover and the cover should be super scribed as "EoI for Baseline Survey and Preparation of 5 year perspective plan, Annual Action Plan for DMFT Sambalpur-2025". The envelope containing Technical Bid should be super scribed as EoI for Baseline Survey and Preparation of 5 year perspective plan for DMFT Sambalpur -2025 TECHNICAL BID" and the envelope containing Financial Bid should be super scribed as 'EoI for Baseline Survey and Preparation of 5 year perspective plan for DMFT Sambalpur – 2025 FINANCIALBID".
7. The bids completed in all respect should reach the Office of the CDO Zilla Parishad-cum-CEO DMFT, Sambalpur by **15.05.2025 upto 1.00 P.M.** by registered/speed post only. The bids should be addressed to the CDO Zilla Parishad-cum-CEO DMFT, Sambalpur, Katchery Road, Sambalpur-768001. The Technical bids will be opened in the office of CDO Zilla Parishad-cum-CEO DMFT, Sambalpur on **17.05.2025 at 11.00 A.M.** in presence of the committee members. The Head of Department or their authorized representative of the Agency may remain present at the time of opening of the Technical Bid. No other person is allowed to participate in the opening. Successful bidders will be intimated about the date and time of opening of financial bid by e-mail address given in their technical bid.
8. Incomplete bids or bids not in prescribed format or without required documents will be rejected.
9. The financial bid with any cuttings, over writings or correction is liable to be rejected.
10. All the particulars to be furnished regarding the agency and registration should be as on 01.01.2025.
11. The bidders can download the bid documents pasted in District website of Sambalpur District in the address [www.sambalpur.odisha.gov.in](http://www.sambalpur.odisha.gov.in)
12. If at any stage it is found that the particulars furnished are not correct or incomplete DMFT reserves the right to cancel the appointment and initiate appropriate action against the agency and the executive authority thereof.
13. The authority reserves the right to accept or reject any or all bids without assigning any reason thereof.

**Threshold limit of quoting the professional fees**

The minimum professional fee to be quoted is Rs. 1,00,000/-(one lakh) only for the assignment plus applicable GST. Firms/ Agencies/ Institutions quoting less than Rs. 1,00,000/-(excluding GST) will be rejected. The rate quoted should be inclusive of all expenses (but excluding GST).

By Order of  
Collector-cum-Chairperson,  
DMFT Sambalpur



CDO Zilla Parishad-cum-CEO  
DMFT Sambalpur

**Eligibility Criteria (Documents to be enclosed in Technical Bid:)**

1. Constitution certificate of the consulting agency as on 01.01.2025 issued by competent authority
2. Copy of registration certificate.
3. Average Turnover of Last 5 Years Rs.20.00 lakh or above
4. GST registration certificate and copy of GST return for the months of March 2025.
5. Copy of IT return for the year 2021-22, 2022-23, 2023-24
6. Copy of appointment letter or self assessed projects in support of experience in similar assignment in any Govt.Department/ Institutions for minimum 5 years

### **Basis of evaluation**

Sl. No	Criteria	Max Marks
1	No. of employee dedicated for the Project Post Graduate employee-3 Marks PHD employee-5 Marks  An employee who is working in the organisation for less than two years as on 01.01.2025 will not be considered for the above purpose.	20
2	Agency having Head Office inside the District 15 Marks	15
	Agency having Head Office outside District 10 Marks	
3	Experience Certificate in support of conducting base line survey and preparation of 5 year perspective plan or proof of experience in any similar assignments/ self assessed projects in any Govt./ PSU/ Private institutions ( 1 mark for every year)	25
4	Year of establishment (1 Mark per year)	10
6		
7	<b><u>Average Turnover of Last 3 Years</u></b> Below Rs. 20 lakhs – 0 Marks 0.50 marks for every Rs. 5 lakh turnover above Rs. 20 lakh	10
	<b><u>Total</u></b>	80
	<b><u>Financial bid</u></b>	20
	<b><u>Total points</u></b>	100

N.B.: The Financial Bid will be opened for the bidders who will score 55 Marks or more in the Technical Bid.

### **Opening of Financial Proposal**

The financial proposal of those bidders qualified in the Technical Score shall be opened and evaluated in presence of such bidders in the following manner.

The score shall be computed as follows:

Financial Score: The financial Bids of the technically qualified bidders only shall be opened at this stage in the presence of the bidder or their representative. The Financial Bids of the agency with **55 Marks & above** in “**Technical Bid**” will be opened on the scheduled date & time.

**Financial Score (Fs):** The lowest financial proposal will be given a financial score of 100 points. The financial scores of other proposals will be computed as follows:

$$F_s = 100 \times FM1/F1$$

(F1 = amount of Financial Proposal as proposed by the bidder; FM1 = Lowest financial quote)

**Combined Evaluation & Scoring:**

Combined Score- Proposals will finally be ranked according to their combined technical (Ts) and financial (Fs) scores as follows:

$$S = (T_s \times T_w) + (F_s \times F_w)$$

(Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively).

The Selected Applicant shall be the First Ranked Applicant (having the highest combined score).

- a. The Bidder who obtain the Highest Combined Score shall be identified as the Preferred Bidder.
- b. The decision of Tender Committee regarding acceptance/rejection of eligibility/selection of parties shall be final and binding.
- c. Notwithstanding the above, the Collector-cum-Chairperson DMFT reserves the right to accept or reject any or all bids.

**Technical Bid for selection of Consulting Agency for conducting Base Line Survey and preparation of 5 year perspective plan/ Annual Plan under DMFT Sambalpur**

1. Name and address of the firm: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Contact No. \_\_\_\_\_

3. E mail Id: \_\_\_\_\_

4. Alternate email Id: \_\_\_\_\_

5. Constitution: Govt  Non-Govt   
 (Please tick)

6. Date of establishment ( DD/MM/YYYY) 

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7. No. of branches with complete postal address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

8. Name and contact No. of the in-charge of the branch \_\_\_\_\_  
 \_\_\_\_\_

9. Details of Post Graduate, PHD Holders and/or person with equivalent qualification

Sl. No.	Name	Qualification	Registration No.	Date of Joining the organisation
1				
2				
3				
4				
5				
6				
7				
8				



**Undertaking**

I, \_\_\_\_\_, Head of Office of \_\_\_\_\_ (Name & Address of the CA the Consulting Agency), hereby undertake that neither our Agency nor any employee (s) of our Agency were debarred/ blacklisted by the Govt, Reserve Bank of India, Comptroller & Auditor General of India, SEBI, any Central/ State Governments undertakings, Autonomous or Statutory Body. We, further undertake that no case (s) is pending against our Agency/ employee before any courts in India for any professional misconduct.

I also undertake, that no person of the Agency is related to any employee of Zilla Parishad Sambalpur nor have any interest in their activities.

Place:

Seal & Signature

Date:

Full Name of the Signing authority \_\_\_\_\_

## Financial Bid

**Our unconditional Rate for Baseline Survey & preparation of 5 year perspective plan of DMFT, Sambalpur is as follows**

<b>Rate for Baseline Survey &amp; preparation of 5 year perspective plan of DMFT, Sambalpur</b> excluding GST but including all other expenses, fees etc.
Rs.
Rupees.

Place: \_\_\_\_\_

Seal & Signature

Date: \_\_\_\_\_

Full Name of the Signing authority \_\_\_\_\_

Note: Rate quoted in any other format and/or conditional rate will make the tender liable to be rejected.